



Minutes from Xchange

Employee Communication and Consultation Group

Minutes of meeting held on Tuesday 4 November 2014 at 2pm in the Kasen Room

Attendance:

Xchange Representatives

Shaun Sannerude, C&CS Representative (Chair)	SSe
Susan Scott, PS Representative (SS) (Vice Chair)	SSt
Charlotte Frost, ICT Representative	CF
Carenza Black, ES Representative	CB
Heather Batten, ROD & CX Representative	HB
David Oliver, Chief Executive	DO
Aime Armstrong, HR Manager	AA

ACTION

1. Apologies

- 1.1 Apologies had been received from:-
- Katy Everitt, Head of Resources and OD
 - Palden Dorje, Unison representative

2. Election of Chair

- 2.1. It was agreed that SSe would remain as Chair and CB would take the role of Vice Chair.

3. Minutes of previous meeting held on 29 July 2014

- 3.1. The minutes of the previous meeting held on 29 July 2014 were agreed as a true record.

4. XChange Blog Writer – nominee

- 4.1. SSt agreed to prepare the XChange blog following the meeting. **SSt**

5 Items raised via the Xchange representatives

- 5.1 Leavers Collections
SSe raised concerns from staff regarding lack of communication about collections and presentations. It was agreed that it would be good practice to share information and photos on Eunice about any presentations. **All**

- 5.2 Eunice
SSe also raised concerns about Eunice and asked if there were any plans to update and improve Eunice. Discussion took place regarding ownership of Eunice and it was agreed to circulate a list of pages and owners. **All**
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were in agreement that Eunice needed improvement but it wasn't a current priority.

- 5.3 CB raised the subject of parking and re-marking of the spaces in the car park. There were no plans in place to re-mark spaces.

6 Discussion on PDR & James Kasen Award

6.1 PDR

Xchange reviewed comments taken from the Staff Survey about PDRs. It was noted that 1:1 meetings and PDR's do serve a different purpose but are both equally as important. CMT receive updates and reminders from HR including lists of completed and outstanding PDR's. It was felt that the process and supporting paperwork was sufficient and staff should be encouraged to raise any issues with their Manager.

AA agreed to schedule two training sessions in January 2015 and also re-run the report of completed PDR's.

AA

6.2 James Kasen Award

Xchange discussed some comments regarding the James Kasen Award. AA agreed to re-write the criteria for nominations and speak to SP about the process. Xchange Representatives to remind staff that anybody can submit a nomination.

**AA/Xchange
Reps**

7 Agree a topic for the next meeting

- 7.1 Xchange Representatives to ask staff for suggestions for a topic. It was noted that AA would be redrafting the Pay and Benefits policy in December.

8 Shortlist the James Kasen Award nominations

- 8.1 Xchange considered the nominations received and agreed the shortlist.